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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009063/30

TERMS OF REFERENCE

LEASING AND MAINTENANCE OF TWO PRINTING MACHINES 2024/2025 FINANCIAL YEAR

Issued and Prepared by:

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo Development Agency is hereby inviting suitably qualified and accredited service providers to submit their proposals for Leasing and Maintenance of two Printing Machines.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The aim of this project is to acquire qualified service provider to lease and maintain the printing machine for a period of three (3) years.

1.2.2. Specific Objectives

The specific objectives of the project require the undertaking of the following:-

- To provide printing services related to fax, scan, copy and printing as per scope of work.

2. SCOPE & EXTENT OF WORK

Alfred Nzo Development Agency invites bids from service providers to undertake the following:

- 2.1** Supply, install and deliver multifunction network printer in terms of finance or an operating lease agreement including the provision of a printer maintenance and support services.
- 2.2** The service provider must provide the services regarding the optimization of ANDA printing environments, maintenance and support of two printing devices,
- 2.3** Supply of printing consumables (excluding paper), installation and removal of devices
- 2.4** The provision of monthly reporting regarding colour and mono printing and monitoring and reducing unnecessary paper usage and printing costs.

The service provider must have the capacity and resources to supply, install and deliver the following goods and services required by ANDA:

- The Devices with Multifunction network Printer/ Scanner/ Photocopier / Fax
- Security feature: Password linked to users
- The users must access the device linked with their printing codes
- The printers must have Quick search icon to utilize the device
- **The devices must have P Counter Printing Management solution**
- The devices must be accompanied with a user manual soft and hard copy and instruction video(optional)
- The printers should be capable of doing monochrome and printing
- The printers should provide USB port and secured wireless connectivity
- The printers must have an automated document feeder
- The printers must be capable of network printing, scan to mail/network and colour scanning
- The printers must be able to provide security relevant chronological records such as audit trail and other reports
- The finishing of the printers must be able to produce a staple/stacker/punching and page numbering
- The appointed service provider must provide first-hand training to designated personnel
- The appointed service provider must ensure that the printers are able to produce system generated reports (meter readings, errors, repairs/maintenance linked to designated employee).
- The appointed service provider must provide first-hand kit/tools to designated personnel
- The appointed service provider must submit details of a liaison personnel

Bidders are requested to provide the following information as part of their financial proposal:-

- Indicate the technical assistance response time and hours of service
- Availability of loan replacement machine
- Telephone support
- Warranties
- User training
- Maintenance (including consumables)

Printers will be installed at Alfred Nzo Development Agency (ANDA) main offices.

**SPECIFICATION
PRINTING SOLUTION EQUIPMENTS: MULTI- FUNCTION COPIER**

1.	<p>70 Page Per Minute High Volume Colour Multifunctional Printer</p> <ul style="list-style-type: none"> • 70 pages per minute black & white and 65 page per minute Colour • Copier/Printer/Scanner/Fax • A4 – A3 paper size • Maximum paper capacity - 7260 • Paper Handling – 3260 standard • Dual Catch Trays : 250 sheets each (Lower tray offsets) • Copy resolution - 1200 x 1200 dpi • Print resolution – 2400 x 2400 dpi • Secure print/ fax / scan/ Email / delay print • Network scanning and WiFi Connectivity • Monthly Duty Cycle – Up to 300,000 pages 	2
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	<ul style="list-style-type: none"> • Professional Finisher Including Staples 	
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3. PROJECT TIME FRAME

The project time frame will be three (3) years from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONESS/DELIVERABLES

- Two Printing Machines (leased)
- Full maintenance for two Printing Machines
- Signing of a Service Level Agreement (SLA) and a contract with the Alfred Nzo Development Agency.

5. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDA along with monthly invoicing. The Project Manager has the right to change the frequency of reporting as and when necessary.

6. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Maintenance of Printing Machine" and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the 22 OCTOBER 2024. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin.

7. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in two stages, namely:

- Stage 1- Capacity to execute work
- Stage 2- Price and Preferential Points (Goal 3)

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK	100
• Previous Experience	60
• Capacity and Expertise	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
Goal 3	20
Price	80

Previous Company Experience	Weighting
Traceable record for successful completion of a minimum of 03 Printer Leasing and Maintenance projects	60
Traceable record for successful completion of a minimum of 02 Printer Leasing and maintenance projects	40
Traceable record for successful completion of a minimum of 01 Printing Leasing Maintenance project.	20
Maximum Weighting	60
Note COMPULSORY attachments for verifying work done:	
2. A traceable record will be evaluated on the basis of a completion certificate or reference letter, which must be on the letterhead of the referring institution, for each project completed.	

Capacity and Expertise to Undertake the Project	Weighting
	[40]
A Project Team with the following areas of expertise:	
Team member with at least one year Technical Support in Printing Solution Equipment installation course certificate	40

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Maximum Weighting	40
NB: Attach certified copies not older than 3 months for all certificates, qualifications and Curriculum Vitae - CV	
Total Maximum Weighting	40

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Priority population groups	Attach CK and Certified IDs of directors, percentage of equity held must be 51% or more	10
Women	Certified IDs of directors, percentage of equity held must be 51% or more	5
Youth	Certified IDs of directors, percentage of equity held must be 51% or more	5
TOTAL WEIGHT	Attachment to claim maximum points	20

For any queries regarding this tender, please contact Ms S. Jijana for project related queries; on jijanas@anda.org.za/sinazojijana12@gmail.com or (039) 492 0011/072 846 6566 or;

Ms Makhatha for SCM related queries on makhatham@anda.org.za; or telephone number (039) 492 0011/071 075 9437 during office hours.

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**Alfred Nzo Development Agency
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APPROVED/NOT APPROVED



**MS N. GIXANE
BSC CHAIRPERSON**

Comments by Chairperson:

AUTHORISED BY:



**MS N. MALOI
ACTING CHIEF EXECUTIVE OFFICER**

